

PowerSchool Course Catalog

PowerSchool
Student Information System

PowerSchool Course Catalog

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Advanced Courses

For district users to be successful with PowerSchool, proper training is critical. Our training staff consists of professional trainers, many of whom were educators or technology specialists before joining Pearson.

Our product education team offers a diverse range of PowerSchool classes, from instant productivity training to advanced-level courses. For these various training events, we offer on-site and online training as well as a distance-learning component to best suit a district's needs and budgets.

Mining Your PowerSchool Database

Heading	Explanation
Description	Mining Your PowerSchool Database explores the tools used in working with your database, such as advanced searching, importing, exporting, DDE, and DDA.
Course Material	Mining Your Database Training Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool 2-Day Object Reports

Heading	Explanation
Description	The PowerSchool 2-Day Object Reports course includes setting up the following types of reports: transcripts, report cards, basic student information reports, multiple record reports, and a basic standards-based report card. In addition, this course explores the use of all report objects.
Course Material	2-day Object Reports Training Agenda

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Heading	Explanation
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool Advanced ReportWorks

Heading	Explanation
Description	Now that you have explored all the Data Sets, created basic versions of the Data Structures, and covered Project/Report Management, you are ready to take ReportWorks to the next level. You are now ready to expand your capabilities with the use of complex Table Grouping, Filter Expressions, and Property Expressions. You will use templates and start projects from scratch. New advanced activities will include the nuances of creating and printing multiple page reports, and creating Traditional and Standards Based Report Cards with Meeting and Daily Attendance.
Course Material	
Audience	PowerSchool Administrators, Admin Users
Class Format	Lecture/Hands-on
Cost	\$1,500.00 Exclusive Onsite (plus expenses) \$1,500.00 Exclusive Online \$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training, PowerSchool ReportWorks
Duration	1 day

PowerSchool Alberta Provincial Reporting

Heading	Explanation
Description	PowerSchool Alberta Provincial Reporting covers the essential areas you need to set up in PowerSchool so you can produce the reports required from your district. This 3-hour training includes steps for entering grade level achievements and exploring the Alberta student pages, as well as differences between the validation and audit reports. Learn how to run each report and how to use the import/export reports to assist with data entry. By session's end, you will be able to run each provincial report to submit your student data.
Course Material	
Audience	PowerSchool Administrators, Provincial Reporting Analysts, Admin Users
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Attendance

Heading	Explanation
Description	PowerSchool Attendance benefits PowerSchool users responsible for maintaining attendance. This course covers how a school's attendance setup affects attendance recording and reports. In this course, participants will take attendance, search attendance, and generate and interpret attendance reports in PowerSchool.
Course Material	Attendance Training Agenda
Audience	PowerSchool Administrators, Registrars, Attendance Specialists
Class Format	Lecture/Hands-on

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Heading	Explanation
Cost	\$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool Basic Training

Heading	Explanation
Description	<p>PowerSchool Basic Training is targeted towards schools and districts that have been fully implemented but perhaps need a "refresher" of Instant Productivity Training. This class is ideal for any new staff members who need to learn to use PowerSchool. The 2-day course will draw from Sessions 1-4 of PowerSchool's Initial Product Training class. In this course, participants will learn the basics, from searching for students and groups of students to running basic reports and the End of Term process.</p> <p>Note: PowerTeacher and System Administrator Skills are not covered in this class.</p>
Course Material	PowerSchool IPT Overview Workbook
Audience	PowerSchool Administrators, Counselors, Registrars, Office Staff at districts/schools that are already using PowerSchool
Class Format	Lecture/Hands-on
Cost	<p>\$3,000.00 Exclusive Onsite (plus expenses)</p> <p>\$3,000.00 Exclusive Online</p> <p>\$600.00 Calendar Online</p>
Contact	proded@pearson.com
Prerequisites	None
Duration	2 days

PowerSchool CA State Reporting CALPADS

Heading	Explanation
Description	The California Longitudinal Pupil Achievement Data System (CALPADS) is a system used to determine whether school districts meet federal reporting requirements for No Child Left Behind (NCLB) by tracking individual student enrollment and achievement over time. This training highlights the changes from CSIS, new procedures for collecting and reporting CALPADS data, as well as important points to remember.
Course Material	CA State Reporting CALPADS
Audience	CA PowerSchool Data Analysts and PowerSchool Administrators
Class Format	Lecture
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Counselor Skills

Heading	Explanation
Description	PowerSchool Counselor Skills teaches participants how to use advanced searches to find eligibility lists and honor rolls. In addition, the session demonstrates how to set up graduation requirements, the cumulative information student page, test scores, and the transcript object when creating object reports. The course also reviews multiple codes used in reports and searching.
Course Material	Counselor Skills Training Agenda
Audience	Counselors, Registrars, PowerSchool Administrators

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Heading	Explanation
Class Format	Lecture/Hands-on
Cost	\$3,000.00 Exclusive Onsite (plus expenses) \$3,000.00 Exclusive Online \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool Custom Pages

Heading	Explanation
Description	PowerSchool Custom Pages teaches participants how to create custom fields and screens. Participants also take custom pages a step further by customizing existing PowerSchool pages. This course includes an open workshop for participants to evaluate and create their own custom pages.
Course Material	Custom Pages Training Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$3,000.00 Exclusive Onsite (plus expenses) \$3,000.00 Exclusive Online \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool Data Maintenance

Heading	Explanation
Description	PowerSchool Data Maintenance explores what "clean data" is and the impact of clean data at your site. Learn how to review and analyze the quality of your school's data and what steps to take to clean it up when necessary. In addition, learn how to minimize data errors, and use PowerSchool tools to find and correct errors.
Course Material	Data Maintenance Training Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool District Certification

Heading	Explanation
Description	<p>PowerSchool District Certification focuses on the advanced functionality of PowerSchool. The 8-day training event can take place online or at regional locations. Each day has a specific focus, starting with a quick review of District and School setup, creating custom reports in PowerSchool, and customizing your PowerSchool product. Additional topics include Attendance, Automated Walk-in Scheduler, Health Management, PowerTeacher Administrator, and Standards.</p> <p>Note: Delivering training or other services beyond the scope of the candidate's employment within a school district requires additional authorization agreements with Pearson.</p>
Course Material	Provided at the time of training

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Heading	Explanation
Audience	PowerSchool Administrators and Lead PowerSchool Contacts
Class Format	Lecture/Hands-on
Cost	\$2,400.00 Calendar Online \$3,200.00 Calendar Onsite
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	8 days

PowerSchool Elementary Scheduling

Heading	Explanation
Description	PowerSchool Elementary Scheduling teaches participants how to copy and modify master schedules, create courses and sections, and mass enroll students. Participants also discuss how period settings affect information in PowerTeacher and PowerTeacher Gradebook.
Course Material	Elementary Scheduling Training Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool End of Term Process

Heading	Explanation
Description	PowerSchool End of Term Process teaches participants how to prepare for the end of the marking period. The tasks covered include setting up report card templates, running the Grade Verification report, storing grades, and running the honor roll.
Course Material	End of Term Training Agenda
Audience	PowerSchool Administrators, Registrars, Office Staff
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Fees Management

Heading	Explanation
Description	PowerSchool Fees Management explores the effective management of money that schools collect on a daily basis. This course demonstrates how to set up, collect, and record school, course, and student fees. It also covers how to find students with fee balances.
Course Material	Fees Management Training Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training

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Heading	Explanation
Duration	1/2 day

PowerSchool Framework

Heading	Explanation
Description	The PowerSchool FrameWork course focuses on the PowerSchool Setup Process. This process includes district and school setup, GPA calculation, data conversion and importing, fees, preparing and importing school standards, PowerSchool security, and PowerLunch management. In addition, participants learn to create reports using Object Reports and ReportWorks, as well as creating custom pages and connecting to the database using an ODBC.
Course Material	Provided at the time of training
Audience	PowerSchool Authorized Service Providers and School District Staff
Class Format	Lecture/Hands-on
Cost	\$3,200.00 Calendar Onsite \$2,400.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Level I Instant Productivity Training
Duration	8 days

PowerSchool Health Record Management

Heading	Explanation
Description	In the PowerSchool Health Record Management course, explore how to set up health information at the district level, manage student health records, and record immunization dates. Also, learn how to run Health reports and how to control access to the PowerSchool student Health pages through user group security permissions.

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Heading	Explanation
Course Material	PowerSchool Health Record Management Agenda
Audience	PowerSchool Administrators and Admin Users
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Incident Management

Heading	Explanation
Description	PowerSchool Incident Management teaches participants how to use Incident Management to specify and record entries for school and district-related discipline incidents. Also, participants learn how to create incident types, codes, and subcodes at the district level.
Course Material	Incident Management
Audience	PowerSchool Administrators, Admin Users
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Instant Productivity Training (IPT)

Heading	Explanation
Description	Instant Productivity Training (IPT 2.0) consists of 3 full days of hands-on training, but suggested attendees and session offerings differ slightly. IPT 2.0 training is flexible and covers the essential basics. The training event typically starts with a System Administrator consult, then involves school staff in 2 days of hands-on basic product training, plus a half-day of teacher training on PowerTeacher. Involve staff only in those sessions that are relevant to how they use PowerSchool in their job at school. Complete the training with the End of Term class AND the Communications class via Distance Learning, WebEx online training, or onsite trainer-delivered training.
Course Material	PowerSchool Instant Productivity Training Agenda
Audience	PowerSchool Administrators and Teachers
Class Format	Lecture/Hands-on
Cost	\$1,200.00 Exclusive Online \$1,200.00 Exclusive Onsite (plus expenses)
Contact	proded@pearson.com
Prerequisites	None
Duration	3-5 days depending on the topics

PowerSchool Level I Instant Productivity Training – Train the Trainer Certification

Heading	Explanation
Description	The PowerSchool Level I - Instant Productivity Training Certification focuses on how end-users apply PowerSchool functions and processes in their day-to-day school responsibilities. Upon the completion of this one-week certification course and observation evaluation, the candidate is certified to facilitate Instant Productivity Training to district PowerSchool administrators, school secretaries, principals, counselors, registrars, school nurses, and teachers using PowerSchool materials and curriculum.

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Heading	Explanation
	<p>PowerSchool Certification Requirements:</p> <p>Those seeking to provide Instant Productivity Training for their district are required to complete an "Instant Productivity Training Shadow" experience with a Pearson Trainer. Successful candidates are authorized to use this certification within the school district for which they are employed. Delivering training or other services beyond the scope of the candidate's employment within a school district requires additional authorization agreements with Pearson.</p>
Course Material	Provided at the time of training
Audience	PowerSchool Authorized Providers and School Districts
Class Format	Lecture/Hands-on
Cost	\$2,000.00 Calendar Onsite \$1,500.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	None
Duration	5 days

PowerSchool Object Reports

Heading	Explanation
Description	PowerSchool Object Reports teaches participants how to produce the following types of reports: transcripts, basic student information reports, multiple-record reports, and basic standards-based report cards. In addition, participants compare using object reports to using pre-built report cards and form letters.
Course Material	Object Reports Training Agenda
Audience	PowerSchool Administrators, Office Staff, Report Writers
Class Format	Lecture/Hands-on

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Heading	Explanation
Cost	\$4,500.00 Exclusive Onsite (plus expenses) \$4,500.00 Exclusive Online \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool Office Functions

Heading	Explanation
Description	PowerSchool Office Functions covers a variety of general office tasks. Explore how to take attendance, search for groups of students, and use Direct Database Export (DDE). In addition, set up form letters, mailing labels, and honor roll.
Course Material	Office Functions Training Agenda
Audience	PowerSchool Administrators, Registrars, Office Staff
Class Format	Lecture/Hands-on
Cost	\$3,000.00 Exclusive Onsite (plus expenses) \$3,000.00 Exclusive Online \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool Parent Access

Heading	Explanation
Description	PowerSchool Parent Access explores using Parent Access as a tool for communicating grades, attendance, and fee balances to parents and guardians. Participants discover strategies for preparing teachers for the launch of PowerSchool Parent Access. They also discuss a project outline to help plan, prepare, set up, and implement a Parent Access Night.
Course Material	Parent Access Training Agenda
Audience	PowerSchool Administrators and School Administrators
Class Format	Lecture/Hands-on/Discussion
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool PowerLunch

Heading	Explanation
Description	PowerSchool PowerLunch explores PowerSchool's credit-debit lunch management system. Topics include setting meal prices and meal program eligibility information for students, running PowerLunch reports, and creating lunch IDs. The course also gives an overview of the "point of sale" process.
Course Material	PowerLunch Training Agenda
Audience	School Administrators, Lunch Program Managers, Cafeteria Staff
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com

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Heading	Explanation
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Re-Certification

Heading	Explanation
Description	PowerSchool Re-Certification is for PowerSchool authorized service provider partner agencies ONLY. Re-certification is required for all the PowerSchool-certified personnel of authorized service provider partner agencies who completed Instant Productivity Training and District Certification. Re-certification consists of three half-day training sessions and an assessment. The half-day training sessions are delivered online via WebEx. The assessment is also administered online.
Course Material	Provided at the time of training
Audience	PowerSchool authorized service provider partner agencies
Class Format	Online
Cost	\$500.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Level I Instant Productivity Training Certification and PowerSchool District Certification
Duration	3 days (1/2 day each day)

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PowerSchool ReportWorks

Heading	Explanation
Description	PowerSchool ReportWorks covers essential skills needed to produce custom reports for individual schools. During this session, participants practice using templates and by creating student schedules. Participants also explore how to personalize reports with colors and logos, how to use ReportWorks, and how to manage reports and ReportWorks user accounts.
Course Material	ReportWorks Agenda
Audience	PowerSchool Administrators and Admin Users
Class Format	Lecture/Hands-on
Cost	\$1,500.00 Exclusive Onsite (plus expenses) \$1,500.00 Exclusive Online \$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool Standards

Heading	Explanation
Description	PowerSchool Standards participants take an in-depth look at standards and how to use and report standards in PowerSchool. Participants explore how to enter standards into PowerSchool manually as well as import via a spreadsheet. They also examine how teachers enter standards scores in the gradebook.
Course Material	Standards Training Agenda
Audience	Curriculum Directors, PowerSchool Administrators, Principals
Class Format	Lecture/Hands-on

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Heading	Explanation
Cost	\$3,000.00 Exclusive Onsite (plus expenses) \$3,000.00 Exclusive Online \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool: Starting the School Year

Heading	Explanation
Description	PowerSchool: Starting the School Year provides an overview of what to do in PowerSchool to prepare for the start of a new school year. Participants review attendance setup, calendar and bell schedule setup, and grade setup. They also review special programs, student logs, and school and course fees.
Course Material	Start of School Year Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool State Reporting

Heading	Explanation
Description	This course will cover topics pertinent to your state reporting needs, including set up, state specific data needs, and state submissions.
Course Material	State Reporting Training Agendas
Audience	PowerSchool Administrators and State Reporting Personnel
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool Summer School Setup and Functions

Heading	Explanation
Description	PowerSchool Summer School Setup and Functions covers what PowerSchool administrators need to do to create a summer session in PowerSchool, including: how to transfer teachers and students, how to store grades, how to move summer school grades back to the main school, and when to complete the end of year process.
Course Material	Summer School Setup Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on

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Cost	\$1,500.00 Exclusive Onsite (plus expenses) \$1,500.00 Exclusive Online \$400.00 Calendar Onsite \$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

PowerSchool Walk-in Scheduling Functions

Heading	Explanation
Description	PowerSchool Walk-in Scheduling Functions shows participants how to maximize the walk-in scheduling capabilities of PowerSchool. This session covers how to set up walk-in scheduler parameters, constraints, and course relationships as well as how to schedule students into classes manually.
Course Material	Walk-in Scheduling Training Agenda
Audience	PowerSchool Administrators, Counselors, Registrars
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerSchool: Working with Data

Heading	Explanation
Description	PowerSchool: Working with Data shows participants how to use PowerSchool to increase their ability to make data-driven decisions. This course covers how to use built-in reports and Excel to monitor trends in discipline incidents, how to use Quick Export and Import to analyze student test scores, and how to use Direct Database Export to map the achievement gap. The course also covers how to use PowerViews to obtain data from related tables.
Course Material	PowerSchool: Working with Data Agenda
Audience	School, District, and PowerSchool Administrators
Class Format	Lecture/Hands-on
Cost	\$3,000.00 Exclusive Online \$3,000.00 Exclusive Onsite (plus expenses) \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	2 days

PowerSchool Yearly Process

Heading	Explanation
Description	PowerSchool Yearly Process provides participants with an outline and tools required to complete the end of year process in PowerSchool and prepare for the upcoming school year. This session looks at verifying student data, running state reports, defining years and terms, and committing the school schedule. It also explores exporting functions, updating school information, and managing fees.
Course Material	End of Year Process Training Agenda
Audience	PowerSchool Administrators

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Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerTeacher Administrator

Heading	Explanation
Description	PowerTeacher Administrator is intended for both technical administrators and instructional administrators in your district and individual schools. Technical administrators will learn how to establish and maintain accounts for both groups of district and school leaders. Instructional leaders will learn how to maintain consistency in the setup of the gradebook, push content links to specific groups of teachers, and run administrative reports on gradebook activity.
Course Material	PowerSchool PowerTeacher Administrator Training Agenda
Audience	PowerSchool Administrators, District Support Personnel, Instructional Leaders
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

PowerTeacher and PowerTeacher Gradebook

Heading	Explanation
Description	In this training session, learners will explore the teacher toolset available in PowerTeacher. They will learn to take attendance, submit lunch counts, set up the gradebook, and manage assignments and scores. They will also learn how to submit student log entries, enter comments on assignments and term grades, print reports, and access student information. Note: PowerSchool basics are not covered in this class.
Course Material	PowerTeacher Gradebook Training Agenda
Audience	PowerSchool Administrators and Teachers at districts/schools that are already using PowerSchool
Class Format	Lecture/Hands-on
Cost	\$150.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1/2 day

Querying PowerSchool Data

Heading	Explanation
Description	Querying PowerSchool Data examines how to extract your data more effectively using SQL. Use a third-party tool and Open Database Connectivity (ODBC) to connect directly to PowerSchool's Oracle Database and get what you need. Learn about the PowerSchool database structure and how to use SQLDeveloper. Create queries using basic SQL commands, and practice using PowerViews in simple and joined queries.
Course Material	Querying PowerSchool Data Training Agenda
Audience	PowerSchool Administrators
Class Format	Lecture/Hands-on

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Cost	\$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training
Duration	1 day

Scheduling Courses

PowerScheduler training consists of the following course offerings:

- PowerSchool Prepare to Build and Build Workshops
- Load Process
- PowerScheduler Consultation

Designed for customers who want to build an effective master schedule, these workshops include the following topics:

- Learn key elements in school schedule building, including decision making; scheduling logic; analysis procedures; and practical, time-saving techniques
- Reduce student conflicts and improve multi-section balance, while honoring special staff requests
- Explore teaming, block scheduling, extended period scheduling, and small learning communities

PowerScheduler training is typically delivered using a just-in-time concept, where district personnel receive the training in conjunction with the district scheduling process.

Pearson Master Schedule Building Workshop

Heading	Explanation
Description	Pearson Master Schedule Building Workshop (MSBW) has helped more than 30,000 school schedulers build superior master schedules. Our hands-on, comprehensive training is designed to teach manual construction methods to all experience levels and positions. These skills can be put to use in almost any situation or setting, regardless of your scheduling software program. When you attend MSBW, our experienced trainers use the latest technology to demonstrate a proven scheduling process. Our new digital display makes it easy to visualize how to apply this process to your school's schedule and establish a routine to build a master schedule you can count on—regardless of the scheduling software you use.
Course Material	
Audience	Educational Leaders and School Schedulers
Class Format	Lecture/Hands-on

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Heading	Explanation
Cost	\$5,400.00 Exclusive Onsite (plus expenses) \$500.00 Calendar Onsite
Contact	proded@pearson.com
Prerequisites	
Duration	2 days

PowerScheduler Certification Level III

Heading	Explanation
Description	<p>The PowerScheduler Certification Level III course focuses on all aspects of the scheduling process including: preparing to build, building a master schedule, and loading students into a master schedule. In addition, candidates will learn what is required to set up and use the "walk-in" scheduler. Participants will gain hands-on experience building traditional, block day, block semester, and modified block schedules, as well as participate in discussions on different scheduling theories and how they apply to PowerSchool.</p> <p>Note: Successful candidates are authorized to use this certification within the school district for which they are employed. Delivering training or other services beyond the scope of the candidate's employment within a school district requires additional authorization agreements with Pearson.</p>
Course Material	Provided at the time of training
Audience	PowerSchool Authorized Providers and School Districts with 7,000+ Students
Class Format	Lecture/Hands-on
Cost	\$4,000.00 Calendar Onsite
Contact	proded@pearson.com
Prerequisites	PowerSchool Level I - Instant Productivity Training Certification
Duration	10 days

PowerScheduler Build Workshop

Heading	Explanation
Description	<p>During the PowerScheduler Build Workshop, participants work on building their master schedule. Based on the complexity of a school's schedule and the preparation of the data, schools need four to five days for this workshop. This workshop is designed for schools that:</p> <p>Have completed the PowerScheduler Prepare to Build training.</p> <p>Have fully prepared their data for building their master schedule.</p>
Course Material	PowerScheduler Prepare to Build Workbook
Audience	PowerSchool Administrators and Schedulers
Class Format	Consultation/Hands-on Workshop
Cost	\$1,600.00 Calendar Onsite
Contact	proded@pearson.com
Prerequisites	PowerScheduler Prepare to Build Checklist completed
Duration	4 days

PowerScheduler Build Workshop—Regional

Heading	Explanation
Description	<p>The PowerScheduler Build Workshop is designed for schools that have not previously built a master schedule in PowerScheduler or need extra assistance in working through the build process. All items on the Prepare to Build checklist must be completed before arrival at this event. This checklist includes items such as: Course Requests screen setup, Student Info, Teacher Info and Assignments, Room Setup, Course Setup, and any Course Relationships or Constraints that must be considered. Refer to the Prepare to Build checklist.</p> <p>Objectives</p> <p>-Walk through Build process</p>

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Heading	Explanation
	<p>-Evaluate and analyze validation and build errors</p> <p>-Work with trainer to resolve validation and build errors</p> <p>-Consult with trainer as needed to effectively build the school's master schedule</p> <p>Attendees should have completed Instant Productivity Training. If this is not possible, attendees must complete a 3-hour overview session prior to attending a Build Workshop Load Only session. All attendees must be able to navigate PowerSchool, work on their own, know the basics of scheduling terminology, and understand the parameters of your own school schedule.</p> <p>Please note: The Prepared to Build checklist and all items on it must be completed in order to have a successful and productive build workshop. If you are unable to complete all items prior to your registered build workshop date, please contact training@powerschool.com to reschedule.</p> <p>Attendees are invoiced for the full 4 days, pricing is not based on attendance. No seat will be confirmed prior to receiving a purchase order or other form of payment covering the full amount due for the entire class.</p>
Course Material	PowerScheduler Prepare to Build Workbook
Audience	Recommend sending 1-2 people per school to this workshop event to build the master schedule for the upcoming school year.
Class Format	Consultation/Hands-on Workshop
Cost	\$1,600.00 Calendar Onsite
Contact	proded@pearson.com
Prerequisites	Instant Productivity Training, Prepare to Build Checklist completed
Duration	4 days

PowerScheduler Load Process 1 Day

Heading	Explanation
Description	<p>The PowerScheduler Load Process 1-day session is designed for schools that have either used PowerScheduler previously or have loaded a schedule using a scheduling engine in the past, and have extensive scheduling knowledge. The PowerScheduler Load Process 1-day session will walk the attendee through all of the setup that needs to be completed prior to running a Load with PowerScheduler.</p> <p>Objectives</p> <ul style="list-style-type: none"> -Introduce PowerScheduler and Load Process -Use demo data to discuss and evaluate setup items -Brainstorm school specific items such as use of Teams, Buildings, or Houses -Analyze Room, Teacher, Student, and course request page setup -Walk through necessary setup of Courses, including valid Course Relationships -Discuss use of Constraints -Download engine and demonstrate Load process -Evaluate common errors in Load process <p>PLEASE NOTE: A school will usually only attend either the Prepare to Build or Load Process classes based on the process they are completing.</p> <p>Attendees should have completed Instant Productivity Training. If this is not possible, attendees must complete a 3-hour overview session prior to attending a Load Process session. All attendees must be able to navigate PowerSchool, work on their own, and understand the basics of scheduling terminology.</p> <p>Attendees should download materials prior to attending.</p> <p>NOTE: If you already took Prepare to Build, you probably need to take a Build Workshop rather</p>

PowerSchool Course Catalog

Heading	Explanation
	than this class.
Course Material	PowerScheduler Load Process Agenda
Audience	Recommend sending 1-2 people per school to this workshop event.
Class Format	Lecture/Hands-on
Cost	\$400.00 Calendar Onsite \$300.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Obtain and preview the Load Process Workbook.
Duration	1 day

PowerScheduler Load Process 2 Day

Heading	Explanation
Description	<p>The PowerScheduler Load Process 2-day session is designed for schools that have not previously loaded a master schedule in PowerScheduler, are new to scheduling concepts, or need extra assistance in working through the preparation process. You need to have some key items in your PowerSchool server in order to work hands on. These include: courses, students, teachers, and possibly rooms. This course is designed for people who will need more assistance with setting up the parameters for their school.</p> <p>Objectives</p> <ul style="list-style-type: none"> -Introduce PowerScheduler and Load process -Use demo data to discuss and evaluate setup items -Brainstorm school-specific items such as use of Teams, Buildings, or Houses -Analyze Room, Teacher, Student, and course request page setup -Walk through necessary setup of Courses, including valid Course Relationships

PowerSchool Course Catalog

Heading	Explanation
	<p>-Discuss use of Constraints</p> <p>-Download engine and demonstrate Load process</p> <p>-Evaluate common errors in Load process</p> <p>-Begin to work on individual school setup, focusing on specific "tricky" topics such as Course Requests screen setup and Constraints</p> <p>PLEASE NOTE: A school will usually only attend either the Prepare to Build or Load classes based on the process they are completing.</p> <p>Experience Level:</p> <p>Attendees should have completed Instant Productivity Training. If this is not possible, attendees must complete a 3-hour overview session prior to attending a Load Only session. All attendees must be able to navigate PowerSchool, work on their own, and understand the basics of scheduling terminology.</p> <p>Before attending this class, please make sure your school's PowerSchool information can be viewed via the Internet outside of your school's internal network and/or firewall. Also, ensure that you are able to download the scheduling engine application and run the "Validate Only" option from the Load link in PowerScheduler from outside of your school's internal network and/or firewall.</p> <p>Attendees should download materials prior to attending.</p> <p>NOTE: If you already took Prepare to Build you probably need to take a Build Workshop rather than this class.</p>
Course Material	PowerScheduler Load Process Workbook
Audience	Recommend sending 1-2 people per school to this training to prepare to load the master schedule for the upcoming school year.
Class Format	Lecture/Hands-on/Workshop

PowerSchool Course Catalog

Heading	Explanation
Cost	\$800.00 Calendar Onsite \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	To be fully prepared to attend this course, please refer to the Load Process Workbook.
Duration	2 days: 1 day of Lecture/Hands-on, plus 1 day of Workshop

PowerScheduler Prepare to Build 2 Day

Heading	Explanation
Description	<p>The PowerScheduler Prepare to Build 2-day session is designed for schools that have used PowerScheduler previously, have built a schedule using a scheduling engine in the past, or have extensive scheduling knowledge. The Prepare to Build 2-day session will go over all items that must be completed in order to have a productive build experience.</p> <p>Objectives</p> <ul style="list-style-type: none"> -Introduce PowerScheduler and Prepare to Build process -Use demo data to discuss and evaluate scenario setup items -Brainstorm school-specific items such as use of Teams, Buildings, or Houses -Analyze Room, Teacher, Student, and course requests setup -Walk through comprehensive setup of Courses, including Course Relationships -Discuss use of Constraints -Download engine and demonstrate Build process -Evaluate common errors in process <p>PLEASE NOTE: A school will usually only attend either the Prepare to Build or Load Process classes based on the process they are completing.</p>

PowerSchool Course Catalog

Heading	Explanation
	<p>Experience Level:</p> <p>Attendees should have completed Instant Productivity Training. If this is not possible, attendees must complete a 3-hour overview session prior to attending a Prepare to Build session. All attendees must be able to navigate PowerSchool, work on their own, know the basics of scheduling terminology, and understand the parameters of your own school schedule.</p> <p>Attendees should download materials prior to attending.</p>
Course Material	PowerScheduler Prepare to Build Agenda
Audience	Recommend sending 1-2 people per school to this workshop event.
Class Format	Lecture/Hands-on
Cost	\$800.00 Calendar Onsite \$600.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	Obtain and preview the Load Process Workbook.
Duration	2 days

PowerScheduler Prepare to Build 3 Day

Heading	Explanation
Description	<p>The PowerScheduler Prepare to Build 3-day session is designed for schools that have not previously built a master schedule in PowerScheduler, are new to scheduling concepts, or need extra assistance in working through the preparation process. The Prepare to Build 3-day session will go over all items that need to be completed in order to have a productive build experience. You need to have some key items in your PowerSchool server in order to work hands on. These include: courses, students, and teachers. This course is designed for people who will need more assistance with setting up the parameters for their school.</p>

PowerSchool Course Catalog

Heading	Explanation
	<p>Objectives</p> <ul style="list-style-type: none"> -Introduce PowerScheduler and Prepare to Build process -Use demo data to discuss and evaluate setup items -Brainstorm school-specific items such as use of Teams, Buildings, or Houses -Analyze Room, Teacher, Student, and course request screen setup -Walk through comprehensive setup of Courses, including Course Relationships -Discuss use of Constraints -Download engine and demonstrate Build process -Evaluate common errors in process -Begin to work on individual school setup, focusing on specific "tricky" topics such as Course Setup, Course Relationships, and Constraints <p>PLEASE NOTE: A school will usually only attend either the Prepare to Build or Load Process classes based on the process they are completing.</p> <p>Experience Level:</p> <p>Attendees should have completed Instant Productivity Training. If this is not possible, attendees must complete a 3-hour overview session prior to attending a Prepare to Build session. All attendees must be able to navigate PowerSchool, work on their own, know the basics of scheduling terminology, and understand the parameters of your own school schedule.</p> <p>Attendees should download materials prior to attending.</p>
Course Material	PowerScheduler Prepare to Build Workbook
Audience	Recommend sending 1-2 people per school to this training to prepare to build the master schedule for the upcoming school year.

PowerSchool Course Catalog

Heading	Explanation
Class Format	Lecture/Hands-on
Cost	\$1,200.00 Calendar Onsite \$900.00 Calendar Online
Contact	proded@pearson.com
Prerequisites	To be fully prepared to attend this course, please refer to the Prepare to Build Workbook.
Duration	3 days: 2 days of Lecture/Hands-on, plus 1 day of Workshop

Distance Learning Courses

Pearson Distance Learning provides effective just-in-time instruction at an affordable price. Pearson Distance Learning courses are available 24 hours a day, 7 days a week through self-paced asynchronous instruction. Courses have been designed for the adult learner to include simulation and authentic assessment.

Unlike traditional courses, Distance Learning instruction can be conveniently scheduled and adjusted throughout the year. Busy K-12 professionals can start and stop units as time permits. Pearson Distance Learning courses feature audio, graphics, text, and search capabilities to maximize the retention for each learner. All district staff can participate in an unlimited number of Distance Learning courses and repeat courses as needed.

To help meet a district's training needs for PowerSchool, Pearson offers Distance Learning options, shown in the screenshot below.

The screenshot displays the Pearson PowerSchool website interface. At the top left is the 'PEARSON' logo. To its right is a search bar labeled 'Search Site'. Below these are navigation tabs: Home, Support, PowerTeacher, Partner Resources, Training (highlighted), Services, Labs, Community, and Admin. A secondary navigation bar contains links for Course Offerings, Course Catalog, My Training, My Distance Learning, Manage Training, My Purchase Orders, Chat, Contact Us, Downloads, More, and Professional Development. Below this is a row of five main content tiles: 1. Training Calendar: Shows a calendar icon for November 28th with the text 'View our upcoming instructor-led courses'. 2. Distance Learning: This tile is highlighted with a yellow border and features a computer monitor icon with a green checkmark, with the text 'Browse full-length self-guided courses'. 3. Mastery in Minutes: Features an alarm clock icon with the text 'Locate quick answers and instant training'. 4. MSBW: Features a calendar icon with 'MSBW' and a person icon, with the text 'Find Master Schedule Building Workshops'. 5. Course Catalog: Features an icon of books and a magnifying glass, with the text 'Browse our extensive course catalog'. Each tile includes a right-pointing arrow icon.

Instant Productivity Training

The purpose of PowerSchool Instant Productivity Training is to deliver targeted instruction, guided practice, and authentic assessment directly to each district stakeholder. This training empowers them to apply what they have learned to the degree that they are instantly productive in incorporating PowerSchool into their daily job routines.

Instant productivity training sessions are part of the Distance Learning modules. Sessions are designed to deliver training in the basic use of PowerSchool for the following users:

- PowerSchool administrators and technical support staff
- School and district administrators
- Counselors and guidance staff
- Registrars
- Office staff
- Attendance specialists
- Medical support staff
- Teachers

Course Descriptions

Using targeted instruction, the Instant Productivity Training courses empower district users to incorporate trainings into everyday activities. A list of the Instant Productivity Training courses is shown in the following table.

Training Course	Duration	Audience	Description
Attendance Reports	1 hour	PowerSchool administrators, registrars, office staff, attendance specialists	This course is intended for attendance specialists, office staff, and school administrators who are responsible for verifying the accuracy of attendance records, running attendance audits, and reporting attendance to the district, province, and/or state. Learn how to set up, use, and analyze the reports you'll use most often on a daily, weekly, and monthly basis.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
Basics for PowerSchool Administrators Part One	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors, attendance specialists, teachers, medical support staff	This course is intended for everyone new to PowerSchool or for those who would like to brush up on the basics. In Part One of this three-part course, you will learn about the different groups who use PowerSchool, how someone from each of the user groups signs in to PowerSchool, and how to navigate the PowerSchool Start Page. You will also explore common PowerSchool tasks, run basic reports, and use special functions.
Basics for PowerSchool Administrators Part Two	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors, attendance specialists, teachers, medical support staff	This course is intended for anyone new to PowerSchool or who would like to brush up on the basics. In Part Two of this three-part course, you will learn how to search for students and how to use student pages. You will explore individual student information such as alerts and demographics, as well as look at student reports that you can print.
Basics for PowerSchool Administrators Part Three	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors, attendance specialists, teachers, medical support staff	This course is intended for everyone new to PowerSchool or for those who would like to brush up on the basics. In Part Three of this three-part course, you will learn how to perform basic field-level searches in PowerSchool, print reports and mailing labels, work with group functions, perform compound searches and use a variety of search methods to select students.
Counselor and Administrative Skills Part One	1 hour	PowerSchool administrators, school administrators, registrars, office staff, counselors	This course is intended for counselors and administrative users at districts and individual schools and is the first part of a two-part series. Participants will learn how to conduct and save student searches, use the counselor's screen, set up and work with cumulative information, and track graduation progress.
Counselor and Administrative Skills Part Two	1 hour	PowerSchool administrators, school administrators, registrars, office staff, counselors	This course is intended for counselors and administrators at the school and district level. This is part two of a two-part series. Learn where to record student information, how to create form letters, and how to modify custom reports.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
During the School Year Scheduling - Elementary	1 hour	PowerSchool administrators, counselors, registrars, office staff	School administrative staff responsible for managing elementary schedules during the school year will learn how to perform several scheduling-related tasks, including how to view and modify the Master Schedule, add courses, create dependent sections, manually schedule students, mass enroll students in a class, and enroll students in special programs.
During the School Year Scheduling - Secondary	1 hour	PowerSchool administrators, counselors, registrars, office staff	School administrative staff responsible for the End of Term process will learn what elements to include in their End of Term process plan and how to verify teacher grades.
End of Term Part One: Verifying Grades	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors	School administrative staff responsible for the End of Term process will learn what elements to include in their End of Term process plan and how to verify teacher grades. This is a three-part series.
End of Term Part Two: Storing Grades	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors	School administrative staff responsible for the End of Term process will learn how to use the Permanently Store Grades page to store grades in PowerSchool.
End of Term Part Three: Reporting Grades	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors	School administrative staff responsible for the End of Term process will learn how to calculate honor roll, run the Honor Roll report, and print report cards.
Enrolling and Transferring Students	1 hour	PowerSchool administrators, registrars, office staff	This course covers the management of student enrollment, whether into your school, out of a school, or transferring between schools. You'll also learn how to use PowerSchool to activate a student's inactive status, link to family demographic information, and avoid duplicating student data. Finally, you'll learn how to pre-enroll students before they attend kindergarten.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
Introducing Parents to PowerSchool's Parent Portal	1 hour	PowerSchool administrators, school and district administrators, teachers	This course is for school and system administrators responsible for teaching parents and guardians how to use the PowerSchool Parent Portal. Administrators will learn how parents and guardians sign in, add students to parent/guardian single sign-on accounts, receive email reports, access grades, view attendance, and use other parent tools.
Managing Daily Attendance	1 hour	PowerSchool administrators, attendance specialists	PowerSchool has many options for viewing, recording, and modifying attendance. This course will explore viewing individual student attendance pages, finding teachers who have not taken attendance, finding students who are absent or have chronic attendance problems, and recording and updating daily attendance for students.
Managing Grades and Academic Data	3 hours	PowerSchool administrators, registrars, counselors	Take this course to learn the basic skills of using PowerSchool to enter, manage, and report on a student's academic data. This course is focused primarily on entering and tracking transcripts and historical grade information. Additionally, learn how to track graduation progress, monitor at-risk students, and review student activity eligibility.
Managing Meeting Attendance	1 hour	PowerSchool administrators, attendance specialists	PowerSchool has many options for viewing, recording, and modifying attendance. This course will explore viewing individual student attendance pages, finding teachers who have not taken attendance, finding students who are absent or have chronic attendance problems, and recording and updating meeting attendance for students.
Managing Staff in PowerSchool	1 hour	PowerSchool administrators, school and district administrators, office staff	Explore how to add, edit, and inactivate staff from your current records. Then, learn how to gather email addresses quickly and view teacher schedules and gradebooks.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
Managing Students in PowerSchool	1 hour	PowerSchool administrators, school and district administrators, office staff	Explore how to view student academic records and teacher gradebooks. Then, learn how to use the At Risk, Parent Access Statistics, and Grades Distribution reports.
Managing Student Behavior and Discipline	1 hour	PowerSchool administrators, school and district administrators, office staff	Learn how to document student behavior-based events in two ways. First, see how to use incident management to record information about an event that involves multiple people, such as reporters, witnesses, offenders, and victims. Then learn how to submit log entries about an individual student. Finally, investigate ways to print out records created through both methods.
Parent Access Setup	1 hour	PowerSchool administrators, school and district administrators	This course is for school system administrators responsible for setting up the PowerSchool Parent Portal, setting up parent/guardian and student accounts, and enabling Parent Single Sign-on. System administrators will learn how to set up security settings to modify pages and permissions, set up parent and student accounts, add students to parent accounts, enable parent single sign-on, set up parental email, and set up the Parent Portal display.
PowerSchool Administration and Management	1.5 hours	PowerSchool administrators, school and district administrators	This course addresses important items that PowerSchool administrators need to know. You will learn how to work directly in PowerSchool data, and manage staff member information, the report queue, and the parent and student portals.
PowerSchool Communication Tools Part One	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors, attendance specialists	When it comes to communication, PowerSchool offers a variety of tools that school administrative staff can use to share information effectively with students, parents, and staff members. Part One of this course introduces you to these tools and shows you how to create your own form letters, customize mailing labels, and print reports for students.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
PowerSchool Communication Tools Part Two	1 hour	PowerSchool administrators, school and district administrators, registrars, office staff, counselors, attendance specialists	PowerSchool provides a variety of communication tools that school administrative staff can use to share information effectively with students, parents, and staff members. This final part of the course shows you how to create your own report cards and progress reports, enter and edit items in the daily bulletin, and how to import and export report templates.
PowerSchool Database Management	2 hours	PowerSchool administrators	System administrators and technical support staff will learn how to use PowerSchool Administrator to manage the database, and how to perform system back ups, database restorations, and updates.
PowerSchool Health Record Management Part One	2 hours	Medical support staff	In this course, medical support staff and other health administrators will learn how to record and manage student health information at the school level, including Immunizations, Screenings, Office Visits, and Grade Level Entry Certifications. School administrators will also learn how to run Health reports and how to control access to the PowerSchool student Health pages through user group security permissions.
PowerSchool Health Record Management Part Two	2 hours	Medical support staff	In this course, school nurses and other health administrators will learn how to record and manage student health information at the school level, including Immunizations, Screenings, Office Visits, and Grade Level Entry Certifications. School administrators will also learn how to run Health reports and how to control access to the PowerSchool student Health pages through user group security permissions.
PowerTeacher	1 hour	Teachers	In this interactive course, teachers can learn how to navigate PowerTeacher, take attendance, submit lunch counts, view student information, view the daily bulletin, and launch PowerTeacher Gradebook.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
PowerTeacher Administrator	1.5 hours	PowerSchool administrators, school and district administrators, teachers	This course is intended for both technical and instructional administrators in your district and individual schools. Technical administrators learn how to establish and maintain accounts for groups of district and school leaders. Instructional leaders learn how to maintain consistency in the setup of the gradebook, push content links to specific groups of teachers, and run administrative reports on gradebook activity.
PowerTeacher Gradebook: Analysis and Reporting	1 hour	PowerSchool administrators, teachers	In part three of a three-part series, teachers will learn how to use PowerTeacher Gradebook to analyze grades and report on students' progress and performance. Teachers will learn how to work with student groups; work with the Scoresheet in three modes: Assignments, Final Grades, and Student View; and run some of the reports available in the gradebook.
PowerTeacher Gradebook: Getting Started	1 hour	PowerSchool administrators, teachers	In part one of a three-part series on PowerTeacher Gradebook, teachers will learn how to launch PowerTeacher Gradebook and gain an overall understanding of its functions. They will start using the gradebook as is, "right out of the box," then learn how to create assignments, organize assignment categories, enter scores, and manage their student and course information.
PowerTeacher Gradebook Standards	1 hour	PowerSchool administrators, teachers	This course introduces teachers to the most common operations used when working with standards in PowerTeacher Gradebook. Subjects covered include attaching standards to an assignment, using the standards drawer, using the Student View mode, working with final grades, filtering, and standards reports.
PowerTeacher Gradebook Standards Setup	1 hour	PowerSchool administrators	This course will introduce you to the operations performed in setting up standards for use with PowerTeacher Gradebook. Subjects covered include creating a conversion scale and setting up standards score values, manually entering standards, and using Quick Import to transfer standards into PowerSchool.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
PowerTeacher Gradebook: Working with Grades	1 hour	PowerSchool administrators, teachers	In part two of a three-part series on PowerTeacher Gradebook, teachers will learn how to work with grades in PowerTeacher Gradebook. Teachers will walk through gradebook processes, including how to set up the calculation for final grades and how to modify grade scales. The course also covers new ways for entering assignment scores and how to complete final grades at the end of the term.

PowerScheduler Courses

PowerScheduler training offers two sets of Distance Learning courses: Prepare to Build and Load a Master Schedule and Prepare to Load a Master Schedule.

Take the Prepare to Build and Load series if you plan on using PowerScheduler to create a master schedule. You will learn how to get everything ready so you are prepared to attend a Build Workshop, where trainers can help you complete the build and then load students into the master schedule.

Take the Prepare to Load Series if you plan to modify an existing master schedule on your own and use PowerScheduler to load students into the schedule.

Training Course	Duration	Audience	Description
PowerScheduler Part 1: Prepare to Build and Load a Master Schedule	3 hours	PowerSchool administrators, school and district administrators, counselors, office staff, registrars	In PowerScheduler Part 1: Prepare to Build and Load a Master Schedule, you will learn how to set up the infrastructure for next year's schedule. The course covers how to create the periods, day cycles, and years and terms; how to create a build scenario; and how to define Scheduling Parameters and Resources. This course is for customers who are building a Master Schedule using PowerScheduler.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
PowerScheduler Part 2: Course Prerequisites, Recommendations, and Requests (for Build and Load series)	3 hours	PowerSchool administrators, school and district administrators, counselors, office staff, registrars	In PowerScheduler Part 2: Course Prerequisites, Recommendations, and Requests, you will learn how to work with courses and student course requests for next year's schedule. The course covers how to add new courses to your course catalog, how to add course prerequisites and rules, how to add teacher recommendations, how to design course request screens, how to enter student course requests, and how to manage recommendations and requests. This class is for all PowerScheduler users.
PowerScheduler Part 3: Prepare to Build and Load a Master Schedule	3 hours	PowerSchool administrators, school and district administrators, counselors, office staff, registrars	In PowerScheduler Part 3: Prepare to Build and Load a Master Schedule, you will learn how to complete the setup of the infrastructure for next year's schedule. This course covers five topics: course information, build and load constraints, PowerScheduler tools, course rank, and validation. This course is for customers who are building a Master Schedule using PowerScheduler.
PowerScheduler Part 1: Prepare to Load a Master Schedule	3 hours	PowerSchool administrators, school and district administrators, counselors, office staff, registrars	In PowerScheduler Part 1: Prepare to Load a Master Schedule, you will learn how to set up the infrastructure for next year's schedule. The course covers how to create the periods, day cycles, and years and terms; how to copy a master schedule; and how to define Scheduling Parameters and Resources. This course is for customers using an existing Master Schedule and loading students for the upcoming year.
PowerScheduler Part 3: Prepare to Load a Master Schedule	3 hours	PowerSchool administrators, school and district administrators, counselors, office staff, registrars	In PowerScheduler Part 3: Prepare to Load a Master Schedule, you will learn how to complete the setup of the infrastructure for next year's schedule. You will learn to manually adjust your master schedule, define course relationships and constraints, and use the tools provided in PowerScheduler to evaluate your work. You will also learn how to load students into the master schedule, how to evaluate the Load, and how to import the final version of student schedules into PowerSchool. This course is for customers using an existing Master Schedule and loading students for the upcoming year.

PowerSchool Course Catalog

Distance Learning Advanced Training

Pearson also offers district users the option of advanced training classes that provide instruction covering the more advanced functionality available in PowerSchool.

Training Course	Duration	Audience	Description
Automated Walk-in Scheduler	3 hours	PowerSchool administrators, counselors, office staff, registrars	Learn how to complete the scheduling setup for automated walk-in scheduling, define the courses and relationships, format schedule constraints, enter a student's course requests, use the automated walk-in scheduler, and finalize a student's schedule.
Introductory PowerSchool Custom Fields and Screens	1 hour	PowerSchool administrators, school and district administrators	In this course, school administrative staff will learn how to create custom fields and screens to meet specific needs at their school.
ReportWorks Part One	1 hour	PowerSchool administrators, office staff, report developers	Learn how to launch ReportWorks, create mailing labels, student lists, and form letters. Learn how to publish your reports and run them from PowerSchool.
ReportWorks Part Two	1 hour	PowerSchool administrators, office staff, report developers	In this second ReportWorks course, learn how to use ReportWorks templates to prepare student schedules and grade reports quickly. Learn how to create a crosstab table for your project, design a graph, how to share projects, and how to print your project from PowerSchool.
Setting Up Attendance Tracking and Notification	0.5 hours	PowerSchool administrators and office staff	This is tutorial 1 of 7. This course is intended for system administrators and attendance personnel. Learn how to complete district and school setup of the Attendance Tracking and Notification (or ATN) system by reviewing attendance categories and codes, identifying the ATN attendance mode, creating unexcused tracking categories, and setting up the percent tracking method.

PowerSchool Course Catalog

Training Course	Duration	Audience	Description
Start of Year Part One: District and School Administration	1 hour	PowerSchool administrators, school and district administrators	Get a head start on your start of year setup. This course is part one of a four-part series and covers the district and school administrative settings that you need to review and update in PowerSchool before the upcoming school year begins.
Start of Year Part Two: Scheduling and Attendance	1 hour	PowerSchool administrators, school and district administrators	Get a head start on your start of year setup. This course is part two of a four-part series and covers the settings that affect scheduling and attendance you need to review and update during the Start of Year process.
Start of Year Part Three: Grading, Assessment, and Reports	1 hour	PowerSchool administrators, school and district administrators	Get a head start on your start of year setup. This course is part three of a four-part series. It covers the settings that affect grading, assessment, and reports you need to review and update in PowerSchool before the new school year begins.
Start of Year Part Four: Student Information and Parent Access	1 hour	PowerSchool administrators, school and district administrators	Get a head start on your start of year setup. This course is part four of a four-part series and covers the settings that affect student information. You'll also learn how to assign access IDs and passwords for students and parents and enable access to the PowerSchool Student and Parent Portals.

Mastery in Minutes

Pearson Mastery in Minutes modules provide effective just-in-time instruction at an affordable price. Pearson Mastery in Minutes modules are available 24 hours a day, 7 days a week through self-paced asynchronous instruction. Modules have been designed for the adult learner to include simulation and authentic assessment.

Unlike traditional training, Mastery in Minutes instruction can be conveniently scheduled and adjusted throughout the year. Busy K–12 professionals can learn a new skill in just a few minutes. Pearson Mastery in Minute modules feature short videos, typically three to five minutes in length. All district staff can participate in an unlimited number of Mastery in Minutes trainings and repeat modules as needed.

To help meet a district’s training needs for PowerSchool, Pearson offers Mastery in Minutes options, shown in the screenshot below.

The screenshot shows the Pearson website interface. At the top left is the 'PEARSON' logo. To its right is a search bar labeled 'Search Site'. Below these are two rows of navigation tabs. The first row includes 'Home', 'Support', 'PowerTeacher', 'Partner Resources', 'Training' (highlighted in blue), 'Services', 'Labs', 'Community', and 'Admin'. The second row includes 'Course Offerings', 'Course Catalog', 'My Training', 'My Distance Learning', 'Manage Training', 'My Purchase Orders', 'Chat', 'Contact Us', 'Downloads', 'More', and 'Professional Development'. A third row contains 'Training Internal Forum', 'CMS', and 'Forums'. Below the navigation is a grid of five main content tiles. The 'Mastery in Minutes' tile is highlighted with a yellow border. Each tile contains an icon, a title, and a description with a right-pointing arrow.

Tile Title	Icon Description	Text Description
Training Calendar	Calendar icon showing 'NOVEMBER 28'	View our upcoming instructor-led courses
Distance Learning	Computer monitor icon with a green checkmark	Browse full-length self-guided courses
Mastery in Minutes	Alarm clock icon	Locate quick answers and instant training
MSBW	Calendar icon with 'MSBW' and a person icon	Find Master Schedule Building Workshops
Course Catalog	Books and magnifying glass icon	Browse our extensive course catalog

PowerSchool Course Catalog

Mastery in Minutes Module	Description
Adding a Class Section	Learn how to add a section to an existing class to accommodate more students.
Adding a Day to the School Year Schedule	Learn how to add a rotation or cycle day to your school schedule.
Adding an Item to the Daily Bulletin	Learn how to add items to the Daily Bulletin, and set user view permissions.
Adding a Period to the School Year Schedule	Learn how to add a period to an existing school year schedule.
Add a Staff Member	Learn how to add a staff member and set access permissions.
Adding Course Prerequisite Rules	Learn how to set up prerequisite rules for specific classes.
Address Management: Individual Student	Learn how to manage address information for an individual student.
Attendance Codes	Learn how to set up and use attendance codes in PowerSchool.
Attendance Conversions	Learn the three different types of attendance conversions you can define for each FTE a school uses: Period to Day, Code to Day, and Time to Day.
Attendance Data Access Tags	Learn how to use Data Access Tags to list student attendance information on a report.
Automated Walk-In Scheduling: Entering Requests	Learn how to set up and enter student course requests.
Automated Walk-In Scheduling: Installing the Scheduling Engine on a Mac	Learn how to install the PowerSchool scheduling engine on a Macintosh computer.
Automated Walk-In Scheduling: Installing the Scheduling Engine on a PC	Learn how to install the PowerSchool scheduling engine on a Windows computer.
Automated Walk-In Scheduling: Using the Scheduler	Learn how to use the Walk-In scheduling pages to schedule courses and accommodate requests for students.
Batch Address and Boundary Validation	Learn how to verify student address data and whether or not students live within school boundaries for groups of students.
Changing a Grade After the Grades Are Stored	Learn how to change a grade for a student once grades have been stored.
Changing Access for Parents and Students	Learn how to change security access to the PowerSchool Student and Parent Portals.

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Changing Attendance for Multiple Days	Learn how to change attendance codes for a student for multiple days at once.
Changing Daily Attendance for One Student	Learn how to change a daily attendance code for a student.
Changing Meeting Attendance for One Student	Learn how to change Meeting Attendance codes for a student.
Changing the Current Grade Display	Learn how to change the grade display properties so current grades display in the PowerSchool Student and Parent Portals.
Changing the Default Term Level	Learn how to change the display properties so admin users can see the entire school year, instead of just the current term.
Class Ranking Report	Learn how to set up and run the Class Report after grades are stored.
Closing a Section to Further Enrollment	Learn how to close a class section once maximum student enrollment has been reached.
Custom Web Page Management	Learn how to manage your customized PowerSchool pages.
Customizing a PowerTeacher Gradebook Report	Learn how to customize a PowerTeacher Gradebook generated report with a custom top or bottom note, and a signature line.
Data Access Tags - Standards Information and Scores	Learn how to use Data Access Tags in student reports.
Deleting a Duplicate Student	Learn how to delete a duplicate student in PowerSchool.
Drop a Student from a Class	Learn how to drop a student from a class enrollment.
Enrolling a New Student	Learn how to enroll a new student in school.
Enrolling a Student in a Class	Learn how to enroll a new student into a class.
Enrolling a Student in a Class at Another School	Learn how to enroll a student into a class taken at another school.
Enrollment Summary	Learn how to use the PowerSchool Enrollment Summary report.
Entering a Single Historical Grade	Learn how to enter an historical grade for a student.
Entering Historical Grades from a Transcript	Learn how to enter historical grades from a transcript for a transferring student.

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Entering New Students in Activities	Learn how to enroll a new student into a school activity.
Entering Student Alerts	Learn how to enter student alerts in PowerSchool.
Entering Student Test Scores	Learn how to enter student test scores for tests such as the SAT and the ACT.
Export Templates	Learn how to use export templates to extract PowerSchool information.
Exporting Data to a Spreadsheet	Learn how to extract data from PowerSchool to use for analysis and reporting purposes.
Exporting Reports	Learn how to export reports from one PowerSchool system to use in another.
Extracting Test Scores with Data Access Tags	Learn how to use Data Access Tags to extract student test scores for reporting.
Full-Time Equivalencies (FTE)	Learn how to set up full-time equivalences (FTEs) for the first time or for a new school year.
GPA Calculation Methods	Learn how to define and manage GPA calculations to fit your school's needs.
How Grade Scales Affect GPAs	Learn how to determine which grade scales are used for specific courses.
How Historical Grades Affect GPAs	Learn how storing historical grades can affect GPA points in PowerSchool.
Importing Test Scores	Learn how to create new data fields to import test scores into PowerSchool.
Managing Student Numbers	Learn how to manage and assign student numbers.
Mass Enroll Students in a Class	Learn how to mass enroll students into a class section.
Mass Modify Student Fields	Learn how to mass modify student field information.
Master Schedule Report	Learn how to print a Master Schedule Report to see teacher schedules at-a-glance.
Modifying an Incorrect Grade Level	Learn how to modify an incorrect grade level for a student, or group of students.
Modifying Bell Schedules	Learn how to modify existing bell schedules.

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Modifying the School Calendar	Learn how to modify the school calendar when there is a snow day.
Net Access Reports for Your School	Learn how to run access reports to see access statistics for the PowerSchool Student and Parent Portals.
Personal Preferences Setup	Learn how to set up personal preferences, such as left-hand navigation, in your PowerSchool interface.
PowerScheduler Constraints: Section Links	Learn how to use PowerScheduler constraints to create links between course sections.
PowerScheduler Constraints: Student and Teacher Avoids	Learn how to use PowerScheduler constraints to schedule around students who cannot be in the same class.
PowerScheduler Constraints: Teacher Free and Teacher Part-Time	Learn how to use PowerScheduler constraints to schedule around teacher free and teacher part-time restrictions.
PowerSchool Searches Using AND	Learn how to use the AND comparator when searching in PowerSchool.
PowerSchool Searches Using CONTAINS	Learn how to use the CONTAINS comparator when searching in PowerSchool.
PowerSchool Searches Using IN	Learn how to use the "in" comparator when searching in PowerSchool.
PowerSchool Searches Using OR	Learn how to use the OR comparator when searching in PowerSchool.
PowerSchool Term IDs	Learn how to find the ID for specific terms in PowerSchool, and how it is calculated.
PowerSource Account Management	Learn how to add and manage technical contacts and how to submit a support case in PowerSource.
PowerSource: Getting Started	Learn how to set up your profile and preferences for your new PowerSource user account.
PowerSource: Knowledgebase Articles	Learn how to search for, bookmark, and watch support articles, documents, and downloads in the PowerSource Knowledgebase.
PowerSource: Training Resources	Learn how to navigate the Training tab on the PowerSource website to discover our wide range of product training.
PowerTeacher Gradebook: Citizenship	Learn how to use Citizenship codes in PowerTeacher Gradebook.
PowerTeacher Gradebook: Copying Assignments	Learn how to copy assignments from one class to another in PowerTeacher Gradebook.

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PowerTeacher Gradebook: Copying Final Grade Setup	Learn how to copy Final Grade Setup from one class or term to another, and from one term to multiple terms.
PowerTeacher Gradebook: Extra and Maximum Points	Learn how to set maximum points, including extra credit, on an assignment in PowerTeacher Gradebook.
PowerTeacher Gradebook: Locking the Gradebook	Learn how to use the PowerTeacher Gradebook lockout security feature.
PowerTeacher Gradebook: Report on All Sections	Learn how to run a detailed student report on all sections of a class at one time.
PowerTeacher Gradebook: Running a Report on All of Your Students	Learn how to run a report in PowerTeacher Gradebook on all of your students at once.
PowerTeacher Gradebook: Running an Individual Student Report	Learn how to set up and run an Individual Student Report in the Gradebook.
PowerTeacher Gradebook: Standards Final Grade Entry	Learn how to use Standards Final Grades in PowerTeacher Gradebook.
PowerTeacher Gradebook: Using Extra Class Columns	Learn how to add extra columns in PowerTeacher Gradebook to track things like cubby assignments.
PowerTeacher: Course Recommendations	Learn how to make course recommendations for students using PowerTeacher.
PowerTeacher: Setting Personal Preferences	Learn how to set personal preferences in PowerTeacher.
PowerTeacher: Submitting Lunch Counts	Learn how to submit and update lunch counts using PowerTeacher.
PowerTeacher: Submitting a Log Entry	Learn how to submit a log entry for a student in PowerTeacher.
PowerTeacher: Using the Staff Directory	Learn how to use the staff directory in PowerTeacher to email a fellow teacher.
Pre-Registering a Student	Learn how to pre-register a student before the start of the school year.
Printing Class Rank with Data Access Tags	Learn how to use Data Access Tags (DAT codes) to add class rank status on a printed report card.
Printing Class Rosters	Learn how to print a class roster PDF for a field trip.
Printing Schedules for an Individual Student	Learn how to print a schedule for an individual student in PowerSchool.
Printing the Student Schedule Matrix Report	Learn how to print the Student Schedule Matrix Report for each student.

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Mastery in Minutes Module	Description
Re-enrolling a Student in the Same School	Learn how to re-enroll a student who has left, then returned, to the same school.
Reactivating a Dropped Section Enrollment	Learn how to reactivate a student who has been dropped from a class.
Recording Health Screenings	Learn how to record student health screening information in PowerSchool.
Recording Immunizations	Learn how to record student immunization information.
Recording Log Entries in PowerSchool	Learn how to enter a disciplinary log entry for a student violation in PowerSchool.
Relating One Student to Another	Learn how to use the Family Rep field to set up students who are related to each other.
Report on All Sections	Learn how to print a report listing all sections for a class, or set of classes.
ReportWorks Template: Incident Management Cross Tab by School and Type	Learn how to create a report that provides a count of student behavior problems, listed by school and type of incident.
ReportWorks Template: Incident Management District Summary	Learn how to create a summary report detailing behavior incidents across your school district.
ReportWorks Template: Incident Management Participant Report	Learn how to enter and compile incident information into one comprehensive report using ReportWorks.
ReportWorks: Preparing a Standards Report Card Template	Learn how to modify boundaries, report running options, and update the layout for the ReportWorks Standards Report Card template.
ReportWorks: Preparing a Transcript Template	Learn how to use ReportWorks to quickly print student transcript reports.
Retaining a Student	Learn what steps need to be completed to retain a student.
Schedule a Student Manually	Learn how to manually schedule a student into classes.
Searching for Birthdays	Learn the codes that will help you search for birthdays within a specific date range.
Searching in PowerSchool	Learn various ways to search for students in PowerSchool.
Selecting Student Options	Learn how to show or hide student information next to student names, such as a SSN or birthday.
Setting Up a New Activity	Learn how to set up a new student activity for your school.

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Setting Up a PowerSchool Dashboard	Learn how to view and manage information using PowerSchool's Dashboards feature.
Setting Up Boundary Validation	Learn how to verify whether or not a student lives within school boundaries.
Setting Up Special Programs	Learn how to set up a special program, such as a study abroad program.
Setting Up Substitute Sign In Settings	Learn how to manage security settings for substitute teachers.
Setting Up Tests and Scores	Learn how to set up student tests and test scores in PowerSchool.
Signing in to PowerSchool	Learn how to sign in to PowerSchool.
Staff Security	Learn how to manage staff security settings in PowerSchool.
Teachers in Multiple Buildings	Learn how to schedule teachers when they teach in multiple buildings.
Tracking Methods for Attendance Tracking and Notification	This is tutorial 2 of 7. Learn how to set up Tracking Methods within Attendance Tracking and Notification to meet district and regulatory compliance reporting policies.
Transferring a No-Show Student Out of School	Learn how to transfer students out of school when they don't show up as expected.
Transferring From One School to Another	Learn how to transfer a student from one school to another.
Truancy and Attendance Letters (Extract) for Attendance Tracking and Notification	This is tutorial 6 of 7. Learn how to run the Attendance Tracking and Notification Truancy and Attendance Letters (Extract) report and how to generate truancy letters to send home to parents.
Truancy and Attendance Letters (View Only) for Attendance Tracking and Notification	This is tutorial 5 of 7. Learn how to use the Truancy and Attendance Letters (View Only) report to preview students that meet a level and trigger in the ATN system before they are extracted.
Unexcused Tracking Levels for Attendance Tracking and Notification	This is tutorial 3 of 7. Learn how to set up unexcused tracking levels to create multiple notification parameters, known as triggers, for previously defined tracking methods in the Attendance Tracking and Notification

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Mastery in Minutes Module	Description
	system.
Updating Attendance Data for Attendance Tracking and Notification	This is tutorial 4 of 7. Learn how to update the calendar year and run the refresh attendance tracking data report for the Attendance Tracking and Notification system.
Uploading a Photo for a Student	Learn how to add a photo for a new student in PowerSchool.
Using Match Selection	Learn how to use the match selection function of Direct Database Export.
Using Search By Grades/Attendance	Learn how to search for students by using grades and attendance codes.
Using the Counselor's Screen	Learn how to use the Counselor's Screen to view information on student screens.
Using the Data Dictionary	Learn how to get information on a specific database field in PowerSchool.
Using the Family Rep Field	Learn how to use the Family Rep field to set up students who are related to each other.
Using the List Students Function	Learn how to use the List Students function to create contact lists.
Using the Report Queue	Learn how to use the Report Queue to schedule, manage, and print reports.
Using the Teacher Attendance Submission Status Page	Learn how to use the Attendance Submission Status page to see which teachers have not yet taken attendance.
Viewing Student Schedules	Learn how to view student schedules in PowerSchool.
Wildcard Searches	Learn how to use the @ symbol to run searches when you only know partial information on a student.
Years and Terms	Learn how to set up and assign ID's for calendar terms for each school year.

